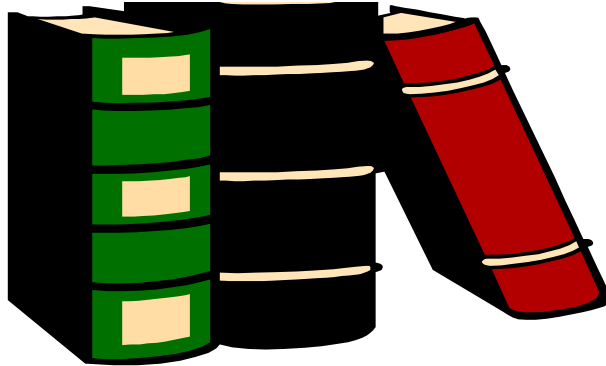


**DEPARTMENT OF BUDGET & MANAGEMENT  
OFFICE OF PERSONNEL SERVICES & BENEFITS**



**PERSONNEL TRANSACTIONS  
PROCEDURE MANUAL  
2003**

**Robert L. Ehrlich, Jr.**  
*Governor*

**Michael S. Steele**  
*Lieutenant Governor*

**Andrea M. Fulton**  
*Executive Director*

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**SECTION I**

**DESCRIPTION OF**

**MS 310 FORM DATA ELEMENTS**

## DESCRIPTION OF MS-310 FORM DATA ELEMENTS

<u>POSITION I.D.:</u>	<u>TYPE:</u>	A pre-printed two digit numeric code indicating what authority established the position in the State of Maryland. See Authorized Type Code and the Position I.D. Series in Appendix A.
	<u>NUMBER:</u>	A pre-printed six digit numeric code used to control positions. This number is assigned by the Department of Budget & Management for authorized budgeted positions. All other positions such as Type 20 (Temporary) Type 22 (Labor classes) and Types 08, 10, 12, 18 have the number assigned by the computer.
<u>SHARED CODE:</u> Field 01		An alphabet letter is used to identify those portions of a shared position.
	<u>SHARED POSITION:</u>	When a position is occupied by more than one individual and the total percent of employment for both individuals does not exceed the authorized percentage of the position.
	<b>NOTE:</b>	(In the case of a shared position, the Position ID number will be the same for all portions of the position).
<u>COMMENTS:</u> Field 02		Use this area to describe the type of personnel transaction requested.
<u>REASON CODE:</u>		A two digit numeric code used to identify the reason that employee has resigned or separated from State Service. Refer to the back of MS-310, pink copy, for code which is applicable, and enter in the circle provided on form along with description action.
	<u>EXAMPLE:</u>	(10) Resignation – from State Service
<u>DEPARTMENT NAME:</u>		Enter name of Department and Division

## DESCRIPTION OF MS-310 FORM DATA ELEMENTS (continued)

### **THE FOLLOWING IS PRE-PRINTED ON THE FIRST LINE OF THE APPLICABLE FIELD BY THE COMPUTER:**

**\*\*POSITION STATUS:** The word FILLED or VACANT is printed.

**EMPLOYEE STATUS: STATEWIDE USE:**

Field 03      TE - Temporary Employment  
                 SS - Skilled Service  
                 PS - Professional Service  
                 MS - Management Service  
                 ES - Executive Service  
                 SA - Special Appointment  
                 IA - Independent Authority  
                 UP - Uniform Police

**For Dept. of Trans Use only:**

TS - Transportation Service  
CE - Contractual Employment  
CP - Commission Plan  
EM - Emergency Employment

**CLASS**

Field 04

A four digit numeric code associated with class title.

**Example:** "0007" Accountant Auditor I

**CLASS TITLE:**

Title of class assigned by Classification Division, Department of Budget and Management

**SSN:**

Field 05

Social Security Number of employee occupying the position; or, if the position is Vacant, Social Security Number 000-00-0000

**LAST NAME:**

Field 06

Last name of employee occupying the position. Field contains a maximum of 17 characters. If the position is Vacant, the name of the last incumbent is printed. If position was never filled, 'V' followed by the 6 digit Position I.D. Number is printed.

**FIRST NAME:**

Field 07

First name of employee occupying the position. Field contains a maximum of 12 characters.

**INITIAL:**

Field 08

Middle initial of employee.

**RACE:**

Field 09

A one digit numeric code used to describe the race/ethnic identification of the employee (use for statistic only) see (45)

- 1 = American Indian or Alaska Native
- 2 = Asian
- 3 = Black or African American
- 4 = Native Hawaiian or other Pacific Islander
- 5 = White

## DESCRIPTION OF MS-310 FORM DATA ELEMENTS (continued)

<u>SEX</u> Field 10	A one digit alphabet letter used to describe the sex of the employee (Used for statistics only). F = Female M = Male
<u>BIRTH DATE:</u> Field 11	Birth Date of Employee - Month, Day, Year  <b><u>Example:</u></b> 01-14-58
<u>COUNTY OF RESIDENCE:</u> Field 12	A two digit numeric code used to identify the county where the Employee resides.
<u>COUNTY OF EMPLOY:</u> Field 13	A two digit numeric code used to identify the county where the Employee reports for work.
<u>GRADE (Scale):</u> Field 14	A four digit numeric code as depicted in the Salary Plan. Add "0" to the left of grade if applicable.
<u>STEP (Increment Level):</u> Field 15	A two digit numeric code as depicted in the Salary Plan. Add "0" to the left of salary if applicable.
<u>ANNUAL SALARY:</u> Field 16	A six digit numeric code as depicted in the Salary Plan. Add "0" to the left of salary if applicable.
<u>SALARY TYPE:</u>	One alphabet letter which the computer generates when the position is established, as well as on all subsequent changes: M = Merit S = Slope F = Flat H = Hourly D = Daily
<u>PERCENT EMPLOYED:</u> Field 17	A three digit numeric code representing the percentage of time the position is used. This percentage <b><u>must not</u></b> exceed the Authorized Percent. If the position is "Shared," the total percent of this field for all positions cannot exceed the percentage authorized when the position was created.



## DESCRIPTION OF MS-310 FORM DATA ELEMENTS (continued)

DAYS PER PAY  
PAYS PER YEAR:  
Field 18

Check only one combination. The combination you check will determine the frequency of payment and consequently determine the regular pay rate for the employee. The normal combination for bi-weekly payment is 10-26. The other combinations are for special categories of employment only.

NORMAL WORK HOURS  
PER PAY PERIOD:  
Field 19

Three whole numbers and one decimal place, representing the normal hours worked in **one pay** period.

**Example:** (Bi-weekly employee) 80.0

SUB-PROGRAM:

A three digit numeric code used by Central Payroll

PAYROLL:  
Field 21

A one digit numeric code indicating payroll center.

**Example:** 1 = Central Payroll  
2 = Department of Transportation  
0 = Washington County Circuit Court, Board of  
Election Supervisors and Baltimore City Sheriff's  
Office.

STARS SUBSIDIARY  
Field 22

Future Use

STARS PSEUDO:  
Field 23

The STARS pseudo code provides agencies with the capability of allocating appropriations within the program level. **Agencies must obtain prior approval from the General Accounting Division of the Comptroller's Office.**

PREVIOUS AGENCY:  
Field 24

A nine digit numeric code representing the appropriation code of the previous agency. (This information can be obtained by contacting the agency where the employee previously worked.)

## DESCRIPTION OF MS-310 FORM DATA ELEMENTS (continued)

PREVIOUS POSITION  
ID.:

Field 25

A six digit numeric code indicating the position the employee is **leaving**. (This information can be obtained by contacting the agency where the employee previously worked.)

**\*NOTE:**

When an employee is assigned to a new Position ID. Number due to Promotion, Demotion, Reinstatement, Appointment Prior Service Credit, Reinstatement to Previous PIN or Transfer, the Previous Agency and Previous Position I.D. Number **must** be recorded even if the Agency remains the same. This data is required to carry forward any employee payroll deductions to the new agency.

INCREMENT MONTH:

Field 26

A two digit numeric code representing the month of the employee's next increment.

**Example:**     01 = January  
                     07 = July

INCREMENT YEAR:

Field 27

A two digit numeric code representing the next scheduled increment year.

ENTRY ON DUTY:

Field 28

Employee's original or adjusted Entry on Duty Date.

**Format:** Month, Day, Year

OBJECT CODE:

Field 29

Future use

CHECK DISTRIBUTION:

Field 30

Three digit code to identify location for Payroll check distribution  
Code should not be used without the approval of Central Payroll

## DESCRIPTION OF MS-310 FORM DATA ELEMENTS (continued)

<u>RETIREMENT SYSTEM:</u> Field 31	<p>A two digit numeric code representing the appropriate system for the employee</p> <p>01 - Teacher 02 - Employees 03 - State Police 04 - Judicial 05 - Legislative 08 - Baltimore City Fire/Police 09 - Teacher's Pension System (effective 1/1/80) 10 - Employee's Pension System (effective 1/1/80) 13 - TIAA-CREF (Pension - Non-Contributory) 14 - Judges – after 16 Years Service 15 - Baltimore Fire/Police Retirement 16 – Contributory Law Enforcement Officers System - Retirement 17 – Contributory Law Enforcement Officers System - Pension 18 - General Assembly – after 22 Years/3 Months Service 19 - Baltimore City - Non-contributory 20 - Teacher's Pension System - MOD 21 - AETNA, Non-Contributory ORP 22 - Employee's Pension System - MOD 23 - 20th Century, Non-Contributory ORP 25 - Valic, Non-Contributory ORP</p>
<u>DATE POSITION ESTABLISHED:</u> Field 32	<p>Effective date allocated position was created and approved by Budget and Management</p> <p><b>FORMAT:</b> Month, Day, Year</p>
<u>EXPIRATION OF TE/CE EMPLOYMENT:</u> Field 33	<p>Date on which TE and CE employment is to be terminated</p> <p><b>FORMAT:</b> Month, Day, Year</p>
<u>UNEMPLOYMENT INSURANCE:</u> Field 34	<p>Future Use</p>
<u>AUTHORIZED PERCENT:</u> Field 35	<p>A pre-printed three digit numeric code which indicates the percent of employment authorized when the position was originally approved in the Budget or by the Board of Public Works.</p>

## **DESCRIPTION OF MS-310 FORM DATA ELEMENTS** (continued)

**FUND CODES:** A two digit numeric code (maximum of three different funds) from which  
Field 36 the employee is paid. The codes are:

<b>Code</b>	<b>Fund</b>
01	General
03	Special
05	Federal
07	Non-Budgeted
09	Reimbursable
13	Enterprise
40	Current-Unrestricted
43	Current-Restricted
49	Agency Fund for Higher Education

**NOTE:** All funding code blocks that are not used must be filled in with zeros (00).

**FUNDING PERCENTAGE:** The percentages entered in Fields 37A, 37B and 37C are  
Field 37 applicable to the fund codes listed in fields 36A, 36B and 36C respectively. The total of all percentages must equal 100 percent.

**Example:** If the position is split between General and Federal Funds, each one being 50%, the appropriate coding would be:

36 Fund Code		37 Funding Percentage			
01	05	00	050	050	000
A	B	C	A	B	C

**NOTE:** All funding percentage code blocks that are not used must be filled in with zeros (000).

**AGENCY CODE:** A nine digit numeric code consisting of a six digit agency  
Field 38 (APPROPRIATE CODE) code and the three digit program code established in the budget.

For non-budgeted programs, the nine digit code consists of a six digit agency code and the last three digits of the non-budgeted program assigned by the General Accounting Division.

## DESCRIPTION OF MS-310 FORM DATA ELEMENTS (continued)

ACTION CODE:  
Field 39                      Code to identify the action performed by the Computer

LAST PERSONNEL ACTION:              Description of last Personnel Action taken

**Example:**              Salary Adjustment, Reclass-Promoted, etc

VETERAN CODE:  
Field 40                      Future Use

DOCUMENT DISTRIBUTION:              Computer generated

EFFECTIVE DATE:  
Field 41                      Effective date of personnel action to be processed

**Example:**              Month, Day, Year

REVIEWER CODE:  
Field 42                      Personnel Transactions Unit Reviewer's Code

STATUS CODE:  
Field 43                      Enter Code "O" to identify handicapped employee  
Approval must be obtained from the employee to  
enter this code, otherwise leave blank.

SIGNATURE OF APPOINTING  
AUTHORITY:              Enter signature and date. Also designate the name  
and phone number of the prime contact.

Field 44                      Enter a check mark in the applicable box.

Program Change	Fund Change
Abolish Position	Abolish/Create Position

**DESCRIPTION OF MS-310 FORM DATA ELEMENTS** (continued)

**RACE/ETHNIC IDENTIFICATION**

Field 45

(A) Check appropriate box to indicate if the employee is of Hispanic or Latino origin.

(B) Used for statistics only; select one or more of the following racial categories:

1. American Indian or Alaska Native
2. Asian
3. Black or African American
4. Native Hawaiian or other Pacific Islander
5. White

**VERIFICATION OF  
MINIMUM QUALIFICATIONS  
FIELD 45A**

(Vacant position only)

Check the appropriate box. Verification of this person's possession of the minimum qualifications for this class has:

**Must check one**

☐ Been completed, or

☐ Been initiated and will be completed prior to the end of the probationary period.

**POSITION ACTION / JUSTIFICATION / EXPLANATION**

Field 46 (Filled Position only)

Provide the reason for requesting a position or making a change to an existing position.

**BUDGET AND MANAGEMENT  
USE ONLY:**

Field 47

For Budget and Management to indicate approval or disapproval.

**BARGAINING STATUS:**

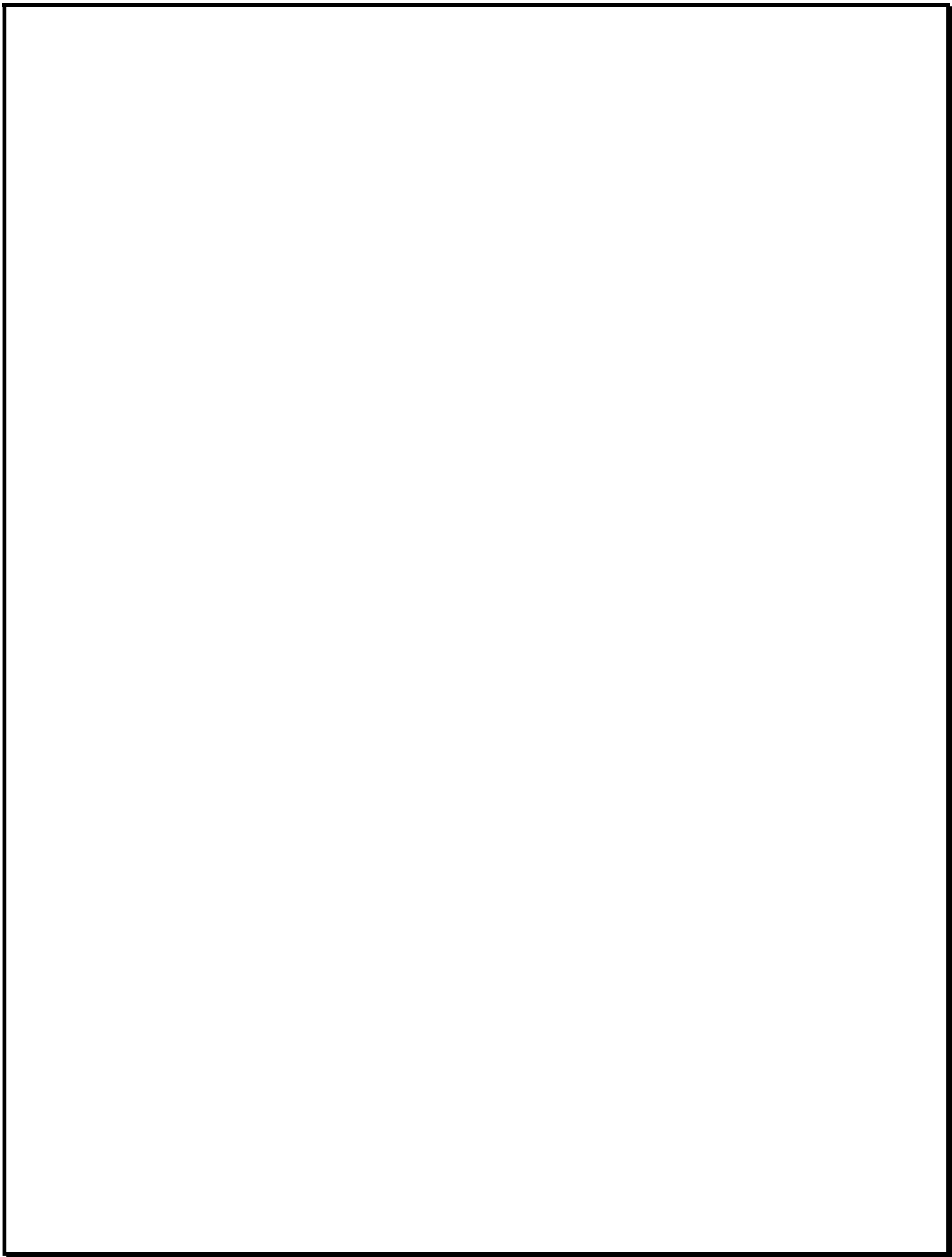
Field 48

Computer generated.

**OVERTIME INDICATOR:**

Field 49

Future Use



## **SECTION II**

# **EXAMPLES OF TRANSACTIONS FOR VACANT POSITIONS**



## **FILLING A VACANCY**

- ◆ All the pre-printed information from the previous incumbent/new position appears on the first line (White) of the applicable fields on the MS 310 form.
- ◆ When submitting a request to fill a vacancy, each field on the second line (Green) of the MS 310 form is required, starting with the comments section and the name of the department.
- ◆ Effective date must be entered on all transactions.

\*NOTE: When the MS 310 form is not properly completed, this may result in a delay in processing the requested action.

## **NEW HIRE**

A new hire is a candidate that is selected to fill an allocated position with no previous employment with the State Personnel Management System.

## **APPOINTMENTS WITH ADVANCE STEPS**

An appointing authority must have approval for an individual appointed to a position in the skilled or professional service over the midpoint from the Department of Budget and Management's Classification Division before submitting the transaction to the Personnel Transaction Unit.

See Salary Guidelines (6) - Salary Upon Initial Appointment

See Salary Guidelines (6) E - Special Appointments and Management Service

See Salary Guidelines (6) F - Emergency Appointments

## **APPOINTMENTS - PRIOR SERVICE CREDIT**

- ◆ An employee may receive salary and service credit for previous employment with the following systems:

University of Maryland

Circuit Court of Maryland

General Assembly

Register of Wills

Department of Transportation

- ◆ The agency is responsible for requesting a copy of the employment record from the previous employer.
- ◆ Salary and Service credit will be determined by the Personnel Transactions Unit, in accordance with the Service Credit Guidelines in Appendix B.

## **CONTRACTUAL CONVERSION TRANSFERS (HB 767)**

- ◆ Contractual Conversion Transfers must be processed in accordance with the Contractual Conversion Transfer Guidelines (Appendix C). Please submit all copies of contracts.
- ◆ The following will be completed by the Personnel Transactions Unit according to the information on contracts:

Field 15 - Step

Field 16 - Salary

Field 26 - Increment Month

Field 27 - Increment Year

Field 28 - Entry on Duty Date

- ◆ Please state in the comments section if you are requesting the application of advance step.

**CONTRACTUAL CONVERSION TRANSFER**  
**HB 767**

- Requires an employee to work on contract six months or more.
- Entry date and increment month is based on the effective date of the first contract.
- The step is determined by the salary received on contract.

**Documentation required**

MS 310

Copies of all contracts

Contractual Conversion Transfer Letter

Position Selection Plan

## **CONTRACTUAL SERVICE CREDIT SENATE BILL 172**

Contractual employee selected to fill a budgeted position in the same principal unit **without a break** in service will receive credit if appointed to fill a budgeted position on or after January 1, 1998.

If employee is already selected and is eligible to receive the credit, submit a MS 310 form and in the comments section state “Correction of the EOD based on SB 172”.

If employee is appointed and is eligible to receive this credit, indicate in the comments section of the MS 310 form “Appoint with SB 172 credit”.

## Overlap Appointments

- A. Two non-temporary employees may occupy the same budgeted position for a transitional period not to exceed 6 months for reasons relevant to the efficient and effective operation of a department or an agency. This situation is known as an overlap appointment.
- B. The appointing authority shall immediately report to the Secretary each overlap appointment including start and ending date in the manner required by the Secretary.

Please submit the following:

- The MS 310 form completed in the green section with the information for the new employee. (White & green copies). The comments section should state “overlap appointment.”
- Letter from the Appointing Authority addressing the overlap appointment to include the start and ending date.

**\*NOTE:** Retain the pink copy of the MS 310 form to vacant/cut-off the incumbent on the designated date.



# REINSTATEMENT

- ◆ The following fields can remain blank and will be completed by the Personnel Transactions Unit:

Field 15 - Step

Field 16 - Salary

Field 26 - Increment Month (determined by appointment date)

Field 27 - Increment Year (determined by appointment date)

Field 28 - Entry on Duty Date

- ◆ Complete the Comments Section as follows:

Reinstate - Same Class

If employee returns in same classification, the comments section should state "Reinstatement-same class." Salary guideline 8B (1)

Reinstate -Transfer Different Class

If employee returns in a different class, same grade, the comments section should state "Reinstate-transfer different class." Salary Guideline 8C (1)

Reinstate - Promote

If employee returns in higher grade, the comments section should state "Reinstate-promote." Salary Guideline 8C (2)

Reinstate - Demote

If employee returns in lower grade, the comments section should state "Reinstate-demote." Salary Guideline 8C (3)

## **REINSTATEMENT/INCREMENTS**

Effective July 1, 1999

An employee reinstated on or between January 1<sup>st</sup> and June 30<sup>th</sup> shall be assigned an annual increment date of January. An employee reinstated on or between July 1<sup>st</sup> and December 31<sup>st</sup> shall be assigned an increment date of July.

See Salary Guidelines 9. - Increments

**REINSTATEMENT**  
**ENTRY ON DUTY DATE (EOD)**

When an employee is separated from State service for **less** than 6 months the original entry date is retain.

When an employee is separated from State service for **more** than 6 months, the original entry date is adjusted to include the total time away from State service.

**#1 Example:** Original EOD: January 5, 1998  
Resigned: November 9, 2001  
Reinstated: March 20, 2002

Away from State service: 4 months 11 days  
Employee retain the original EOD: January 5, 1998

**#2 Example:** Original EOD: October 20, 1999  
Resigned: August 16, 2001  
Reinstated: April 3, 2002

Away from State service: 7 months 18 days  
Add this to the original EOD of: October 20, 1999  
The adjusted EOD = June 8, 2000

**\*NOTE:** Use the above example only as a guideline. The Reviewing Unit will determine the exact adjusted entry on duty date.

# TRANSFERS

- ◆ Transfer/same class - Employee transfers to a vacant position of the same classification and same grade from one principal unit to another principal unit in the skilled or professional service.
- ◆ Transfer/different class - Employee transfers to vacant position of a different classification and same grade from one principal unit to another principal unit in the skilled or professional service.
- \* An employee in the management and executive service and special appointee may apply for transfer to another position of the same grade in those categories only.

# PROMOTION

Promotion - When an employee is promoted to a higher level position which results in a change in the salary, grade and classification.

\*See Salary Guideline 11. Promotion

## **REASSIGNMENT**

The appointing authority may reassign a qualified employee from a position to another position of equal grade and service.

The appointing authority shall assure that an employee who moves from one position in the same salary grade or slope scale retains the same salary.

# DEMOTION

## Types of Demotions

### DISCIPLINE

- A. When an employee is demoted as a form of discipline, the employee shall be given credit for service in the higher classification from which the employee was demoted, plus credit for any service in any classification not having a lower maximum salary than the classification to which the employee was demoted.

### VOLUNTARY

- B. When an employee accepts a voluntary demotion, the employee shall be placed in the lower paid classification at a rate of pay closest to, but not more than, the employee's current salary.

### CAREER CHANGE

- C. When an employee accepts a career change demotion, as approved by the appointing authority, the employee shall be placed in the lower paid classification at the lowest step which provides for no loss in pay whenever possible.

## **\*Salary Guideline 14. Demotion**

## **FILLING A VACANCY SKILLED AND PROFESSIONAL SERVICE**

### **Documents Required for New Appointments; Promotions; Transfers; Demotions; Reinstatements**

- MS 310 form properly completed
- Appointment Certification Form
- Position Selection Plan

### **Documents Required for: Contractual Conversion (HB 767)**

- MS 310 form properly completed
- Position Selection Plan
- Contractual Transfer Letter
- Contracts

### **Documents Required for Contractual Appointment (SB 172)**

- MS 310 form properly completed
- Appointment Certification Form
- Position Selection Plan
- Contracts



## **SECTION III**

# **EXAMPLES OF TRANSACTIONS FOR FILLED POSITIONS**

## **FILLED POSITIONS**

- ◆ All information relating to the current incumbent is pre-printed on the first lines (white) of the MS 310 form.
- ◆ Enter data in the fields requiring a change on the second line (green) of the MS 310 form.
- ◆ Effective date must be provided for all transactions.

*WHEN SUBMITTING  
TRANSACTIONS FOR  
DELEGATED  
AUTHORITY RECLASSES  
AND NON-  
COMPETITIVE  
PROMOTIONS, THE  
EFFECTIVE DATE  
CANNOT BE THE SAME  
DATE AS THE INITIAL  
APPOINTMENT.*

## **SECTION IV**

# **VACATING A CURRENT POSITION**

## VACATING A CURRENT POSITION

When a State employee is remaining in State service but is assigned to a new Position I.D. Number due to an action such as a Promotion, Demotion or Transfer, the agency must “Vacate” the old position.

In the comment section of the MS 310 form, enter “Vacate Position.” By vacating the old position, it will allow the employee to continue deductions/benefits and also allow the agency to receive the vacancy for that position.

**NOTE:** Central Payroll will **not** be notified when you are vacating a position.

# **SECTION V**

## **RESIGNATION/TERMINATION/ SEPARATION**

# RESIGNATION

When an employee is resigning or separated from the State Personnel Management System, the agency must process the actions as a cut-off from Central Payroll.

In the comment section of the MS 310 form, enter the reason and the reason code. The reason code and the comment must agree before submitting the transaction.

- 10 - Resignation from State Service
- 11 - Resigned for Military Service
- 12 - Resignation in Lieu of Termination
- 13 - Resignation without Proper Notice
- 21 - Failed to Report for Duty on Employ
- 22 - Other Reason  
(Explained in “Comments” area)

## **SECTION VI**

# **REQUEST FOR NEW POSITIONS NOT REQUIRING BUDGET & MANAGEMENT AUTHORIZATION**



# REQUEST FOR NEW POSITIONS NOT REQUIRING BUDGET and MANAGEMENT AUTHORIZATION

Use a blank MS 310 form to request a new position.

Use the green area of a blank MS 310 form (line 2) to enter data in the fields listed below:

<u>Field No.</u>		<u>Description</u>
01	Position I.D. - Type Codes	Enter Type code (Refer to Approval Required Chart in Appendix A)
02	Comments Department Name	“New Position” Your Department
04	Class Code and Class Title	
14	Grade	
16	Salary	Enter minimum Salary on line 1 Enter maximum Salary on line 2
20	Sub Program	If Agency has no assigned code, leave blank.
23	Stars Pseudo	Enter only if your Agency utilizes a code that has been approved by Central Payroll.
30	Check Distribution	Enter only if your Agency utilizes a code that has been approved by Central Payroll.

**REQUEST FOR NEW POSITIONS NOT REQUIRING  
BUDGET and  
MANAGEMENT AUTHORIZATION** (continued)

<b><u>Field No.</u></b>	<b><u>Description</u></b>	
35	Authorized Percent	Should equal percent of Employment.
36	Fund Codes	Enter all of the two digit fund codes from which employee will be paid.
37	Funding Percentage	Enter percentage of funding applicable to each fund code listed in Field 36. The total of all percentages must equal, but not exceed 100 percent.
38	Agency	Enter nine digit code.
41	Effective Date	
◆	Provide signature of appointing authority, date, prime Agency contact and phone number.	
◆	Enter a check mark in the Abolish/Create Position box of field 44 and underline the work "Create."	
◆	Provide a justification for requesting the position in Field 46.	
◆	Detach and retain yellow copy of the MS 310 form. Forward the White, Pink and Green copies of the MS 310 form to the Personnel Transactions Unit if the requested class is Delegated. (This will also include the Non-Competitive request.)	
◆	Forward the White, Pink and Green copies of the MS 310 form to the Classification Division if the requested class is Non-Delegated.	

## **SECTION VII**

**BUDGETARY CHANGES  
WITHIN THE SAME POSITION  
I.D. NUMBER NOT REQUIRING  
BUDGET & MANAGEMENT  
APPROVAL**

## **DATA CHANGES WITHIN THE SAME POSITION I.D. NUMBER NOT REQUIRING BUDGET and MANAGEMENT APPROVAL**

- ◆ Forward White, Pink and Green copies of the current MS 310 form to the Personnel Transactions Unit for changes in the following fields:

<b><u>Field No.</u></b>	<b><u>Description</u></b>
04	Class Code (abolish and create actions only) also complete fields 14, 15, 16 (example attached)
20	Sub Program
23	Stars Pseudo
30	Check Distribution
36	Fund Codes
37	Funding Percentages
38	Agency Code/Program Change

- ◆ Complete the MS 310 form as follows:

1. Write the description of the requested action in the comment field (Field 02).
2. Enter your department name.
3. Enter data in the green area (line 2) only in the fields that are to be changed.
4. Enter the effective date (Field 41).
5. Provide signature of appointing authority, date, agency's prime contact and phone number.
6. Check the applicable box in Field 44 on the MS 310:

PROGRAM CHANGE  
ABOLISH POSITION

FUND CHANGE  
ABOLISH/CREATE POSITION

7. Write an explanation for the requested change in Field 46.

## **SECTION VIII**

# **AUTHORIZED PERCENT CHANGE ON FILLED OR VACANT POSITION REQUIRING BUDGET & MANAGEMENT AUTHORIZATION**

## **AUTHORIZED PERCENT CHANGE ON FILLED OR VACANT POSITION REQUIRING DEPARTMENT OF BUDGET and MANAGEMENT AUTHORIZATION**

- ◆ Forward the White, Pink and Green copies of the current MS 310 form to the Department of Budget and Management Finance and Administration to change the authorized percentage (Field 35).
- ◆ Complete the MS 310 form as follows:
  1. Write the description of the requested action in the comment field (Field 02).
  2. Enter your department name.
  3. Enter date in the green area (line 2) only in the fields that are to be changed.
  4. Enter the effective date (Field 41).
  5. Provide signature of appointing authority, date, agency's prime contact and phone number.
  6. Write a justification for the requested change in Field 46.
- ◆ Forward the MS 310 form to your Budget Analyst at the following address:

Department of Budget and Management  
Personnel Officer  
45 Calvert Street - Room 204  
Annapolis, MD 21404

# **SECTION IX**

## **DISCIPLINARY TRANSACTIONS REQUIRED FORMS**

## **DISCIPLINARY TRANSACTIONS**

1. Terminated without/with prejudice.

Required Forms

MS 310

MS 507 (Notice of Termination) and/or

MS 106

2. Settlement Agreements/between agency and employee changes.

Required Forms

MS 310

Agreement letter from agency

3. Administrative Law Judges Orders by the Office of Administrative Hearings or Budget and Management Settle Agreements.

Required Forms

MS 310

Copy of the Final decision by the Office of  
Administrative Hearings or Office of Budget and  
Management Settlement Agreement

4. Reprimand – We do not process – remain at the agency.

5. Extension of probation – We do not process – remain at the agency.

6. Suspension.

Required Forms

MS 310

MS-4A (Notice of Disciplinary Action)

7. Forfeit Annual Leave.

Required Forms

MS 310

MS-4A (Notice of Disciplinary Action)



# **SECTION X**

## **SEPARATE TRANSACTION LIST**

# SEPARATE TRANSACTION LIST

The following requested transactions should be submitted to the Personnel Transactions Unit separately. They cannot be combined with any other transactions.

- ◆ Reclasses
- ◆ Salary Adjustments
- ◆ Percent Employment Changes
- ◆ Days per pay/pay per year Changes
- ◆ County of residence/county of employment Changes
- ◆ Budgetary Changes (Fields 20, 23, 30, 35, 36, 37, 38)
- ◆ Name Changes
- ◆ Social Security Changes
- ◆ Retirement System Code Changes

If you have multiple actions, please submit the most important actions first. Wait until the new MS 310 form is received to submit the second action.

## **SECTION XI**

# **DEPARTMENT OF BUDGET & MANAGEMENT PERSONNEL TRANSACTIONS UNIT PAYROLL PROCESSING SCHEDULE**

# DEPARTMENT OF BUDGET & MANAGEMENT PERSONNEL TRANSACTIONS UNIT

## PAYROLL PROCESSING SCHEDULE

Submit transactions by the following cut-off day and time	Transactions are processed on	Transactions will appear on employee history the following workday
10:00 A.M. Tuesday	Wednesday	Thursday
10:00 A.M. Thursday	Friday	Monday

**\*NOTE:** We cannot guarantee that the adjustment will be reflected in the employee's next paycheck, even if the transaction is submitted by the deadlines referenced above.

This schedule is subject to change for holidays.

## **SECTION XII**

### **“THINGS TO REMEMBER CHECKLIST”**

## **“THINGS TO REMEMBER CHECKLIST”**

**\*\*When filling a vacant position, complete all of the green sections of the MS 310 forms, even though in some cases the information is the same.**

Before submitting the transaction to the Personnel Transactions Unit, please check the following items for completeness:

Field 02: Comments - This section is essential in processing the requested transactions.

Field 15

16: When an advanced step is used for initial appointments in the skilled or professional service **up to** step 8 add “advance step” in the comments section of the MS 310 form.

When an advanced step is used for initial appointments in the skilled or professional service **above** step 8, attach a copy of the approval letter from the Classification Division of the Dept. of Budget and Management.

Field 45: Race/Ethnic Identification

Field 45A: Verification of applicant’s minimum qualifications when filling a vacancy. **Must Check One**

## **Documentation Missing**

Before submitting the transaction to the Personnel Transaction Unit, please include the required forms according to the action requested such as:

Appointment Certification Form with signatures

Position Selection Form with signatures

Contractual Conversion Transfer Form with signatures/copies of contracts

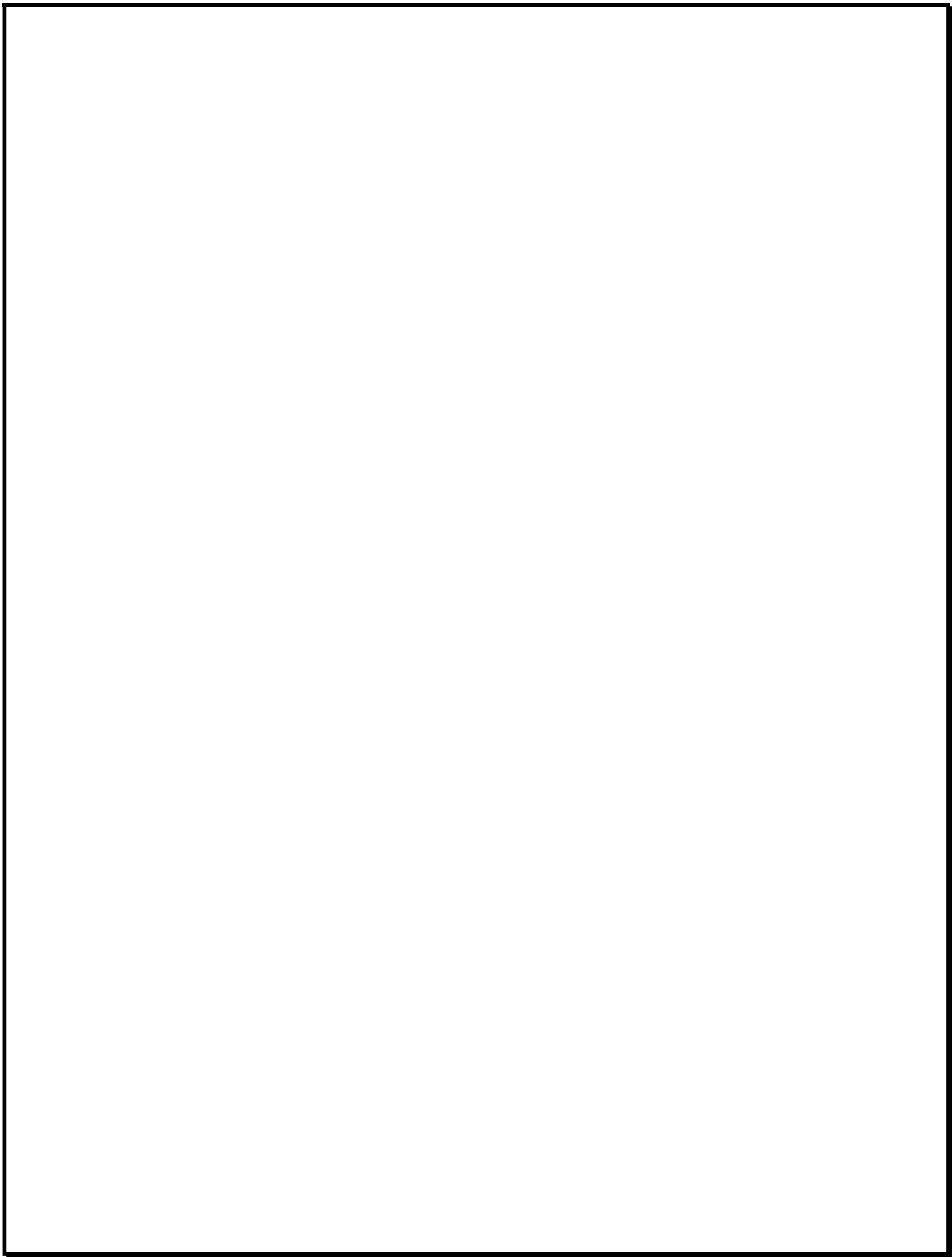
Reclassification Form

Disciplinary Action Form with signatures

Settlement Agreement/Office of Administrative Hearings Decision

## **VERY! VERY! IMPORTANT**

- Signature of Appointing Authority.
- Any delegations/changes of Appointing Authority must be submitted to the Personnel Transactions Unit.
- Names and telephone number of the agency's prime contact and fax number.





# **SECTION XIII**

## **STAFF**

## PERSONNEL TRANSACTIONS STAFF

Joyce Davenport, Supervisor  
Quality Control Unit  
410-767-4838

Louise Thomas, Supervisor  
Reviewing Unit  
410-767-4832

Patricia Adossi            410-767-4836  
Pauline Bolden           410-767-4829  
Melba Sewell             410-767-4826

Jacqueline Coleman      410-767-4835  
Sharon Harper            410-767-4141  
Harriett Turner            410-767-4833

### Record Management Unit

Martha Blizzard           410-767-4955

IF YOU HAVE ANY QUESTIONS CONCERNING THIS  
MANUAL, PLEASE CONTACT LOUISE THOMAS AT  
(410) 767-4832.

# APPENDICES